



BOYS & GIRLS CLUB
OF GREATER LOWELL

Music Clubhouse Manager

The Music Clubhouse Manager plans, implements and evaluates a comprehensive Music Clubhouse program that includes instruction, drop in, performance and leadership development while incorporating youth development principles. The Music Clubhouse Manager works with parents, community partners and fellow staff and volunteers to maximize the resources available to achieve the mission of the Boys & Girls Club of Greater Lowell and Music & Youth Initiative.

QUALIFICATION REQUIREMENTS:

Knowledge and Skills

- Demonstrated knowledge of principles related to youth development; partnership development; and group leadership skills, including an understanding of group dynamics.
- Ability to relate to culturally diverse group of teens and pre-teens as an instructor and mentor
- An advanced and proven understanding of music performance theory and pedagogy
- The ability to play at least one instrument at an advanced level and demonstrated ability to teach entry-level music (voice, keyboard, drums, guitar, etc.) to students is a must.
- General knowledge of the music business/industry, including digital/social media. Including an advanced and proven understanding of music production and recording (including ProTools software and Digidesign hardware) and pedagogy.
- Demonstrated ability to utilize music technology and computers.
- Advanced intercultural awareness and experience working in multicultural environments.
- Flexible and creative self-starter - demonstrated ability to be entrepreneurial and work through obstacles.
- “Hands-On” mentality - candidate should be willing to work directly with kids, teachers and program partners.
- Team oriented - ability to cultivate relationships and work with a variety of internal and external stakeholders.

- Demonstrated knowledge of principles related to youth development; partnership development; and group leadership skills, including an understanding of group dynamics.

Education

Four-year College degree from an accredited college required. Master's degree a plus. Multi-lingual candidates are encouraged to apply.

Experience

- Involvement with Youth Development programming in an urban setting
- 3-5 years of developing and implementing programs for teenagers and pre-teens.
- Previous experience teaching music a plus
- Previous supervisory experience preferred
- Project management experience a plus
- Relevant experience in social work a plus.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

- Establish Music Clubhouse program objectives consistent with organizational goals and mission.
- Oversee the provision of day-to-day program activities in accordance with established standards and goals.
- Ensure that members of all ages (10-18), genders and backgrounds are encouraged to participate in a variety of programs/activities and receive instruction and constructive feedback to develop skills.
- Demonstrate leadership to assure conduct, safety and development of members.

Program Development and Implementation

- Supervises and works with part time staff and volunteers to plan, implement and evaluate programs and curriculum with clearly defined activities and realistic, measurable outcomes.
- Establish and maintain Music Clubhouse program goals and settings that insure the health and safety of members. Ensure that assigned staff and volunteers understand and effectively communicate standards of program; that they ensure program areas are safe; and that Music Clubhouse equipment is maintained in good working condition.
- Conduct outreach and recruitment within our programs and broader community throughout the year as necessary.
- Lead weekly schedule of music instructional activities with small groups of youth, many with no previous musical experience.

- Program & supervise daily drop-in times.
- Meets with participant parents and provide them with opportunities to learn more about the program.
- Create and implement regular showcase opportunities for Music Clubhouse youth and coaches youth to perform with confidence.
- Identifies core group of teens to serve as Music Clubhouse "All Stars" (Members will receive advanced music and leadership training and serve as mentors to younger youth and peers).
- With Senior Program Director, develops and implements member evaluation to determine member skills development and satisfaction with program.
- Promotes and stimulates program participation, provides guidance and role modeling to members, ensures the safety of members, quality in programs and appearance of the Club at all times.
- Ensure the evaluation of Music Clubhouse programs on a continual basis and ensures programs/activities respond to member needs and address their gender and cultural diversity.
- Control Music Clubhouse program and activity expenditures within approved budget.
- Collaborates with other staff to develop and structure quality programs in overlapping areas. Works with all staff and volunteers when needed.

Supervision

- Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal.
- Identify and support training and development opportunities for assigned volunteers and staff.
- Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
- Ensure productive and effective performance by all assigned program staff and volunteers.

Marketing and Public Relations

- Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers and media releases.

Other

- May be required to drive Club vehicles and be available for regular evening and occasional weekend activities.
- Perform other assignments as designated by Senior Management in order to facilitate the most effective service to members, program participants, and the community.

ADDITIONAL ACCOUNTABILITIES:

Supervisory Responsibilities

- Provide direct supervision to part-time music instructors and volunteers.

Relationships

- **Internal:** Maintain daily contact with Program Director, Club staff and volunteers. Has contact with members to implement programs and advise and/or discipline in accordance with the Club's policy. Works with other Boys & Girls Club staff to integrate Music Clubhouse program and youth in annual signature events.
- **External:** Maintains contact with Music & Youth Initiative, external community groups, schools, members' parents and others to promote the Club and build partnerships to better serve our members. Collaborates with community partners such as UMass Lowell, the Cultural Organization of Lowell and others to maximize resources available to our members.

Other Requirements

- Valid (MA) drivers license

ENVIRONMENTAL AND WORKING CONDITIONS:

Most work is conducted in a Club setting, indoors and outside. Limited travel is required.

PHYSICAL AND MENTAL REQUIREMENTS:

Demonstrate the ability to:

- Maintain a high energy level; comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Go up and down stairs on a regular basis.
- Regularly required to speak clearly and hear the spoken word as well

Please provide cover letter and resume. Thank you!

To apply: Send resume and cover letter to JuanCarlos Rivera, Director of Operations at jcrivera@lbqc.org. No phone calls please.

This is a full-time position.

Salary: \$35,000.00 to \$40,000.00 /year